

## **LUCY ROBBINS WELLES LIBRARY EXHIBIT POLICY**

The Lucy Robbins Welles Library provides information, education and cultural enrichment for the Newington community through a commitment to excellence in library services.

The purpose of the Lucy Robbins Welles Library exhibit program is twofold: to allow artists the opportunity to share their art with the public and to aid the library in fulfilling its mission stated above.

The exhibit program is noncommercial and will include no advertising such as distribution of business cards, sales literature, or other such materials by the exhibitor.

All exhibit items are loaned to the library free of charge for a specified period. Exhibits will be hung in the Community Room.

The Exhibit Coordinator, in consultation with the Library Director, is authorized to select exhibits.

Preference is given to residents of the town of Newington and, secondarily to persons having some connection to the town. Exhibitors should have some serious involvement with and experience in their art or craft. Groups are invited to display provided they elect one person to represent them and to coordinate their exhibit with the library

### **1. Types of Exhibits**

Due to space limitations in the Community Room, exhibits must be hangable arts or crafts. The library prefers work that is original, creative and done by hand. Since the library wants to provide its patrons with a variety of visual experiences, exhibits will be chosen according to how they fit into and balance the exhibit schedule.

### **2. Length of exhibit**

Exhibits normally are scheduled on a one-month basis, depending upon the calendar and the mutual convenience of the library and the exhibitor. Exceptions may be granted at the discretion of the Exhibit Coordinator in special circumstances.

### **3. Setting up the exhibit**

The exhibitor will set up the exhibit in a 2-hour period during library hours at a time agreed upon with the Exhibit Coordinator. The library will provide a display system from which the pieces will be hung. The

exhibitor is responsible for ensuring that the items to be exhibited are prepared for hanging.

#### **4. Forms**

When the exhibit is hung, the exhibitor is required to fill out and sign a Fine Arts Loan form listing each item in the exhibit and its dollar value for insurance purposes. The Exhibit coordinator or Reference Librarian on duty then signs it. At the close of the exhibit, the exhibitor again signs the form, indicating that all items are being returned to him or her in their original condition.

The Exhibitor must also sign a Hold Harmless Agreement immediately upon hanging the exhibit.

#### **5. Sales**

Artists may sell their work during their exhibit period. However, the library is in no way involved in the sale of any exhibit item. The Library will display a list of artwork titles, artist contact information, and a price list if such information is provided by the artist.

Neither prices nor sold signs may be posted as part of the exhibit. If any sales result from the exhibit, the Artist agrees to donate **15%** of such sales to the Library. Sales may be transacted anytime during the exhibit, but the exhibit must remain intact until the end of the previously agreed upon exhibit period.

#### **6. Publicity**

The Exhibit Coordinator will handle public relations unless prior arrangement is made. Any press releases, announcements or other publicity sent out by the exhibitor must be approved in advance by the Exhibit Coordinator. Press releases on exhibits are routinely sent out by the library to the Newington Town Crier, the Herald, Hartford Courant, Hartford Advocate, and Newington Life.

#### **7. Coordinating programs**

Exhibitors interested in doing a demonstration, holding a special program, or conducting a class related to their art or craft are encouraged to indicate this interest to the Exhibit Coordinator.

**8. Availability of Community Room**

The exhibits are open to the public during library hours when the Community Room is not being used for other programs and events. Patrons wishing to view exhibits are invited to check with the library staff in advance for the availability of the room.

**9. Receptions**

Artists may plan a formal opening or reception, the date of which must be coordinated by the Exhibit Coordinator. Food and beverages may be served, but alcoholic beverages are prohibited.

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Revised 9/02  
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Lucy Robbins Welles Library Board of Trustees